

Applicants must provide copies of driver's license or other governmental issued photographic identification with application. (Businesses registering by mail should allow up to 8 weeks before receiving temporary license.)

NEW BUSINESS TAX APPLICATION

CITY OF ATLANTA, BUSINESS TAX DIVISION

55 TRINITY AVENUE, SUITE 1350, SW ATLANTA, GEORGIA 30303 • PH: 404-330-6270

PLEASE TYPE OR PRINT WITH BALLPOINT PEN

THIS LICENSE EXPIRES IN 30 DAYS

FOR CITY OF ATLANTA USE ONLY			
ACCOUNT NO.	BUSINESS TAX CLASS NUMBER	STD. IND. CL. NO.	INITIALS/DATE

	MONTH	DAY	YEAR	EMPLOYEES	ESTIMATED GROSS REVENUE FROM START DATE OF NEW BUSINESS TO DECEMBER 31ST
<input type="checkbox"/> STARTED NEW BUSINESS (NEW)					

1.

\$500.00 FAILURE TO RENEW BY FEBRUARY 15 LATE FEE ORDINANCE 04-O-1810.

HAVE YOU EVER OPERATED A BUSINESS IN THE CITY OF ATLANTA? YES \_\_\_\_\_ NO \_\_\_\_\_ DATE INCORPORATED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2.	BUSINESS NAME/DBA	STREET ADDRESS (Physical Location, Apt., Ste., Etc.)		CITY, STATE	ZIP CODE	TELEPHONE NO. Area Code (     )	
3.	BUSINESS NAME IF DIFFERENT THAN LINE 2 (corporation name)	MAILING ADDRESS (Apt., Ste., Etc.)		CITY, STATE	ZIP CODE	TELEPHONE NO. Area Code (     )	
4.	<div><div>PARTNERSHIP</div><div>CIRCLE ONE</div></div>	<div><div>CORP, GA</div><div>SOLE OWNER</div></div>	<div><div>NAME OF OWNER(S)</div><div>SOCIAL SECURITY #</div></div>	RESIDENCE ADDRESS	CITY, STATE	ZIP CODE	TELEPHONE NO. Area Code (     )
5.	OFFICER OR PARTNER	TITLE	<div><div>NAME</div><div>SOCIAL SECURITY #</div></div>	RESIDENCE ADDRESS	CITY, STATE	ZIP CODE	TELEPHONE NO. Area Code (     )
6.	OFFICER OR PARTNER	TITLE	<div><div>NAME</div><div>SOCIAL SECURITY #</div></div>	RESIDENCE ADDRESS	CITY, STATE	ZIP CODE	TELEPHONE NO. Area Code (     )
7.	FEDERAL TAX ID #		8. STATE TAX ID #	8A. IS THIS A RESIDENTIAL BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (PLEASE CHECK ONE. DO NOT LEAVE BLANK)			
9.	SALES TAX ID #			8B. BUSINESS E-MAIL:			

10. CERTIFICATION: THE INFORMATION HEREIN IS REQUIRED BY SECTION 30-68 1995 CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA

11. *IN CASE OF AN EMERGENCY, YOU MUST PROVIDE CONTACT INFORMATION; NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_*

12. *I (NAME) \_\_\_\_\_ being the (TITLE) \_\_\_\_\_ TELEPHONE NO. (     ) \_\_\_\_\_*

13. *OF THE BUSINESS FIRM NAMED, DO HEREBY REGISTER AND APPLY FOR A BUSINESS LICENSE TO OPERATE SAID BUSINESS WITH DOMINATE BUSINESS ACTIVITY OF*

14. *(EXPLAIN TYPE OF BUSINESS) \_\_\_\_\_*

15. *ACCORDING TO THE CLASSIFICATION INDEX OF THE BUSINESS TAX ORDINANCE, CITY OF ATLANTA, GEORGIA; THE UNDERSIGNED CERTIFIES THAT HE/SHE IS THE PERSON DULY AUTHORIZED BY THE BUSINESS HEREIN NAMED TO FILE THIS REGISTRATION AND APPLICATION FOR A LICENSE, INCLUDING THE ACCOMPANYING SCHEDULES AND STATEMENTS, AND THAT THE SAME ARE TRUE, CORRECT AND COMPLETE.*

16. *APPLICANT SIGNATURE \_\_\_\_\_ MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_*

17. *PARTNER SIGNATURE \_\_\_\_\_*

CITY OF ATLANTA ZONING DIVISION USE ONLY  
3RD FLOOR, SUITE 3900

ZONING APPROVAL \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DENIED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CONDITIONS \_\_\_\_\_

LOT \_\_\_\_\_ DISTRICT \_\_\_\_\_ ZONING DISTR. \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

# TAX RATE STRUCTURE

## GENERAL INFORMATION FOR ALL APPLICANTS

All businesses located **inside** the City of Atlanta are required to possess a current license. The license fee is based upon Taxable Gross Revenue. Licenses are issued on a calendar year basis. The current year's fee is based upon the estimates of gross revenue and is adjusted when you apply for a renewal license. The fee is computed by the city, based upon information provided on the application. A bill will be sent for the amount due. **THOUGH THE CITY CALCULATES THESE FEES, DETAILS ON THE CLASS AND RATE SCHEDULE ARE AS FOLLOWS: (SUBJECT TO CHANGE)**

### ANNUAL REGISTRATION FEE - \$75.00

Tax Class	Flat Rate \$0 - \$10,000	Tax Rate Per \$1,000
1	\$50.00 PLUS	.60
2	\$50.00 PLUS	.75
3	\$50.00 PLUS	.85
4	\$50.00 PLUS	1.10
5	\$50.00 PLUS	1.40
6	\$50.00 PLUS	1.65
7	\$50.00 PLUS	1.90
8	\$50.00 PLUS	2.15

### AND \$25.00 PER EMPLOYEE

**BUSINESS LICENSES ARE NOT TRANSFERABLE**, and a change in ownership is considered to be the termination of one business and the establishment of another. Because of this, **a new Business Tax Return must be filed by the new owner of the business, and a final return must be filed by the former owner.**

The ordinance requires a **SEPARATE LICENSE FOR EACH LOCATION**, at which you engage in business inside the City of Atlanta.

The information requested on the Business Tax Return is required in accordance with the Code of Ordinances of the City of Atlanta. **IT IS IMPORTANT TO NOTE THAT ALL BUSINESSES ARE SUBJECT TO AUDIT BY THE DEPARTMENT OF FINANCE.**

### INFORMATION FOR NEW BUSINESSES

In registering your business, it is *most important* to carefully note on the return form the Starting Date of the business inside the City of Atlanta, and the estimated total dollar volume in Georgia (or Atlanta) from the start date to the end of the calendar year (December 31<sup>st</sup>).

Any new business which begins on or before January 1<sup>st</sup>, shall register and make application for a Business/Occupational Tax Return before engaging in business. Businesses failing to apply for a Business/Occupational Tax Return on or before the business commencement date will be penalized.

There is an annual seventy-five dollar (\$75.00) Registration fee for each new Business Tax Return. This fee for a new business must be enclosed with the tax return. (This fee is to be paid in guaranteed funds). **THE ANNUAL REGISTRATION FEE IS NON-REFUNDABLE. NO COMPANY OR PERSONAL CHECK WILL BE ACCEPTED.**

### INFORMATION REGARDING ANNUAL RENEWAL OF LICENSE

Business Licenses are issued on a calendar year basis and must be renewed each year. Renewals are due on or before February 15<sup>th</sup> of each year. A penalty is assessed for not filing timely. **DO NOT SEND FEE WITH RENEWAL APPLICATION.** You will be billed for the license fee. Businesses who have not filed by the due date will receive a Failure to File Notice. **IT IS YOUR RESPONSIBILITY TO BE AWARE OF AND TO COMPLY WITH RENEWAL PROCEDURES.** Please contact the Business Tax Division if a renewal application is not received.

### INFORMATION REGARDING FINALIZATION/CLOSING OF THE BUSINESS

In finalizing your business in Atlanta, it is **IMPORTANT TO NOTE ON THE RETURN THE DATE OF TERMINATION, and THE ACTUAL DOLLAR VOLUME IN GEORGIA or (ATLANTA) FROM START DATE TO FINAL OR CLOSING DATE.**

**\*\*Business/Occupational Tax Return sometimes referred to as Business License Return**